PROCEDURES FOR OBTAINING A PERMIT UNDER CHAPTER 134. FOR ENCROACHMENTS IN THE PUBLIC RIGHT-OF-WAY Includes above and below ground projections or encroachments

Phone: (651) 266-6128

Fax: (651) 266-8855

Applications shall be submitted to:

Terri Vasquez St. Paul Public Works 1000 City Hall Annex 25 W. 4th Street St. Paul. MN 55102

E-mail: terri.vasquez@ci.stpaul.mn.us

The following must be submitted in order to review your request:

- 1) Letter of request
- 2) A site plan indicating location of proposed encroachment
- 3) Detailed plans and specifications or other information upon request.

<u>Letter of Request</u> describing your proposal and the need for using the right-of-way. Your letter should address the reasons why your proposal cannot reasonably be accomplished on private property and/or the circumstances unique to your property whereby denial would create an unusual hardship. A permit shall not be granted where staff determines any of the following:

- 1) Vacation of the right-of-way is appropriate and reasonable
- 2) The proposal can reasonably be accomplished on private property
- 3) The proposal would be detrimental to the health, safety and welfare of the public
- 4) The proposal would create a hardship or be detrimental to nearby property owners
- 5) The proposal would not be in the public's best interest

Site Plan must be submitted for review. The site plan must be drawn to an engineer's scale such as 1" = 20' and be submitted on $11" \times 17"$ paper or smaller. If proposed encroachment involves a large area and the plan set is larger than 11" X 17", 18 sets of plans (folded down to 8 1/2" X 11") need to be submitted for review.

The following information must be shown:

- 1. A north arrow, property lines, streets, street names, curbs, sidewalks, boulevard trees, signs, lights, fire hydrants and any other above ground "street furniture" within the vicinity of the proposed encroachment area.
- 2. The area of public right-of-way being requested for use (encroachment area) shall be clearly defined by dimensioning from property corners to the encroachment area and giving all the dimensions of encroachment area.
- 3. Public right-of-way must be clearly labeled and dimensions shall be from the property lines and curbs.
- 4. All utilities within the encroachment vicinity shall be shown on the plan.
- 5. Requests for underground facilities shall include elevations.

<u>Detailed Plans and Specifications</u> describing materials being used and methods of installation shall be included. A Certificate of Survey may be required. "As Built" drawings signed by a registered land surveyor or licensed professional engineer shall be submitted upon project completion.

Review Process. Allow three weeks for review.

Your application must be reviewed by all utilities and various City Departments. After all comments have been received, you will be notified whether:

- 1) Your plan must be revised and/or additional information provided; or
- 2) Staff recommends you petition the City to vacate the area; or
- 3) Your proposal has been rejected and the reason; or
- 4) Your request has been approved.

Any encroachment request which requires excavation in the right-of-way must go through the utility review committee. The review committee meets every Tuesday mornings.

Any decision may be appealed to the City Council. This permit *does not* replace a building permit or any other permit requirement.

<u>Application/Permit Form</u> must be signed by **all** property owners. Completed form will be sent for signature if project is approved. Signatures submitted on the form must be original signatures, not stamped or xeroxed copies. Return signed permit form along with fee to Terri Vasquez. Make checks payable to "City of Saint Paul". Required fee is noted on the bottom of the application form.

<u>Fees:</u> \$100.00 for encroachments adjoining 1, 2, and 3 family residential properties. \$150.00 for encroachments adjoining all other property uses.

Ch. 134 Procedures April 2010